



**TITLE:** Inspector  
**LOCATION:** Professional Registration, Board of Cosmetology & Barber Examiners  
St. Louis Area  
**SALARY:** \$26,784 – \$28,140 (Pay Range A16)  
**TRAVEL:** 95% Day Travel  
**SCREENING DATE:** May 9, 2011

## **APPLICATION PROCESS:**

**Screening to begin May 9, 2011. Please send cover letter, resume and three professional references to:**

Professional Registration  
Attn: Leanne Lorts  
P.O. Box 1335  
Jefferson City, MO 65102  
Fax: (573) 751-0878  
Email: [leanne.lorts@pr.mo.gov](mailto:leanne.lorts@pr.mo.gov)  
EOE:F/M/V/D

## **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Schedules and conducts initial, annual, random, renewal and follow-up inspections of assigned cosmetology and barber establishments to assure conformity with applicable state laws or license board rules and regulations; verifies licensure of facilities and staff; inspects and reviews business documentation as it relates to licensure requirements; checks facilities for layout and adequacy of floor space, proper condition of equipment and appropriate sanitation conditions.
- Prepares a detailed report of the inspection findings and provides necessary information and documentation; conducts follow up inspections as necessary to ensure corrective actions have been implemented.
- Testifies at administrative or judicial proceedings regarding inspection procedures and findings.
- Receives and refers inquiries from licensees, students, consumers, public officials and the general public to appropriate board personnel.
- Plans and schedules work activities to achieve established goals; prepares activity reports of completed actions.
- Position requires up to 95% travel, with minimum overnight travel.
- Perform other related work as assigned.

## **JOB KNOWLEDGE, SKILLS, AND ABILITIES:**

- Considerable knowledge of state statutes and regulations of the Cosmetology and Barber Board(s).
- Considerable knowledge of inspection methods and techniques.
- Working knowledge of current developments and trends of industries regulated by the assigned licensure Board(s).
- Ability to identify, interpret, explain and apply applicable statutes and regulations.
- Ability to analyze and prepare clear and detailed reports of inspection findings.
- Ability to independently establish and complete daily work schedules.
- Ability to communicate and work effectively with agency staff, instructional school officials, business operators, licensed practitioners, consumers and the general public.
- Ability to travel extensively in the performance of assigned duties and responsibilities.
- Ability to demonstrate regular and predictable attendance.

## **QUALIFICATIONS:**

- Two years of experience as a Professional Registration Licensing Technician II with the Division of Professional Registration.
- OR
- Two years of experience as a licensed professional in an industry regulated by the Division of Professional Registration.
- OR
- Three years of professional or technical experience in business administration, licensing, law enforcement or closely related areas; and possession of a high school diploma or a GED certificate.